

INSTRUCTIONS AND GUIDELINES

For Submitting Your Application at Grants.gov Under Funding Opportunity No.: OWBO-WKPLN-2016-17

This is a non-competitive announcement; therefore, there is no synopsis posted at Grants.gov. The Instructions, Option Year Work Plan Narrative Template and all other required SBA forms and worksheets relevant to this request (other than the SF-424 mandatory package including the SF-LLL) are attached to your e-mail.

These are the instructions and guidelines specific to the funding opportunity to which you are applying. All required documents must be submitted electronically via the www.grants.gov portal. **NO other form of submission or late submission will be accepted.**

IMPORTANT: Active SAM registration is mandatory. Check to ensure active registration prior to submitting your application through Grants.gov. See: <https://www.sam.gov>

Questions regarding this funding opportunity (programmatic or financial) should be directed to the SBA, Office of Women's Business Ownership at 202-205-6673. **ONLY** those notified existing WBC's slated to enter into year 2, 3, 4 or 5 of its 5-year WBC Initial project or year 2 or 3 of its 3-year WBC Renewal project should contact SBA.

Questions regarding the www.grants.gov system should be directed to the Grants.gov Help Desk at 1-800-518-4726 or <http://www.grants.gov/web/grants/support.html>. The SBA/OWBO cannot provide technical assistance regarding the Grants.gov electronic grant submission system.

How to locate Funding Opportunity No.: OWBO-WKPLN-2016-17

You must follow these steps:

1. Go to: <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>
2. Click on the "Get Application Package" at right of screen.
3. In the block titled "Funding Opportunity Number" at left of screen, type in the following:
OWBO-WKPLN-2016-17
4. Click "Search" button at bottom.
5. Click "Select Package" at bottom right.
6. You will be asked to provide and confirm your e-mail address.

You should submit an email address so that you can be notified of any changes to the application (if any) before the closing date. Your e-mail address will be used to alert you in the event this funding opportunity is changed and republished at Grants.gov before the closing date.

7. Click the "Submit" bar at bottom.
8. Click on "Download Instructions."
9. Click on "Download Package."

The **Checklist of Required Submissions** specific to this funding opportunity is located in your e-mail. Use the checklist to ensure your submission is complete.

The following forms are a part of the Grants.gov mandatory application package and will be accessible when you download the application package at the Grants.gov site.

1. SF-424, Application for Federal Assistance

The SF-424 will require information regarding your organization, your grant project and other funding information. The Federal amount should not exceed the amount approved by SBA/OWBO in your Letter of Intent.

2. SF-424A, Budget Information – Non-Construction Programs

The SF-424A is the applicant's estimate of the total cost of performing the project or activity for the upcoming project year. All proposed costs reflected in the budget must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and agency policies.

3. SF-424B, Assurances – Non-Construction Programs

The SF-424B is the applicant's certification that it will comply with all applicable requirements stated.

4. SF-LLL, Disclosure of Lobbying Activities

The SF-LLL discloses lobbying activities. If there are no activities of this nature to disclose, complete the form using "N/A" where applicable.

5. Attachments Form

When you click on the Attachments button, you will see 15 attachment buttons, labeled "Attachment 1" through "Attachment 15". By clicking on a button, you will be able to choose the file from your computer that you wish to attach to fulfill the requirements of the funding opportunity. Submit files in Microsoft Word, Excel, or PDF formats. See further instructions below regarding the naming of documents to be inserted into this form.

***If you are instructed by SBA/OWBO to submit a revised document, you must keep the naming of the document consistent with the naming instructions below.**

The Instructions, Work Plan Narrative Template, Milestone Chart and all other required forms and worksheets relevant to this funding opportunity are attached to your e-mail.

Attachments Form Information (See #5 above):

ATTACHMENT 1 to this button, [attach your Checklist](#).

Name this document: Checklist

ATTACHMENT 2 to this button, [attach your 5-page Work Plan Narrative](#).

Reminder: Do not type directly in the Work Plan Template but you must number your responses according to the template.

Name this document: Work Plan Narrative

ATTACHMENT 3 to this button, [attach your Organization Chart](#).

Name this document: Organization Chart

ATTACHMENT 4 to this button, [attach the WBC Director's resume](#).

Name this document: WBC Director Resume

ATTACHMENT 5 to this button, [attach the Position Description for the WBC Director and all other proposed full- and part-time program staff expected to be working on the WBC project](#).

Name this document: PDs for Staff

ATTACHMENT 6 to this button, attach the signed conflict of interest policy signed by all current employees, contractors, and instructors (not to include volunteers)

Name this document: COI Statements

ATTACHMENT 7 to this button, attach the List of Board of Directors. Include each member's title, phone number, mailing address and email address.

Name this document: Board of Directors

ATTACHMENT 8 to this button, attach a copy of all sub-contracts and agreements.

These subcontracts and agreements should be provided for all individuals and/or organizations providing training or other type services, etc. shown in the budget under the WBC project. If contract or agreement is not yet entered into, submit the blank agreement. The sub-contract and/or agreements should include the associated cost. Remember sub-contracts may not exceed 49% of the total budget. (If included under direct costs, show these costs on the DEW, page B15.)

Also include copies of contracts and/or agreements for rent and space, machine and web services agreements, etc. in this attachment. (If included under direct costs, show these costs on the DEW, page B16.)

Name this document: Contracts and Agreements

ATTACHMENT 9 to this button, attach your proof of active System for Award Management (SAM) registration. See, <https://www.sam.gov/portal/SAM/#1>

Name this document: Active SAM Registration

ATTACHMENT 10 to this button, attach your Financial System Certification. The financial system to be used for the WBC's project must meet the requirements detailed in 2 CFR Part 200.302 and 200.333. (Note: Signed certification statement or letter may be from the applicant's auditor, CPA, treasurer, comptroller, CFO or similarly qualified individual.)

Name this document: Financial Management Certification

ATTACHMENT 11 to this button, attach your Milestone Chart for the project period.

Name this document: Milestone Chart

ATTACHMENT 12 to this button, attach your DOTR concurrence regarding local market needs.

Name this document: DOTR Concurrence

ATTACHMENT 13 to this button, attach your Annual Budget Summary, Detailed Expenditures Worksheets (DEW/B10-B16).

Name this document: Option Year DEW

ATTACHMENT 14 to this button, attach your Certification of Cash Match & Program Income Worksheet (remember to include a list of sources of match and activity which will generate the program income, if any).

Name this document: Certification of Match

ATTACHMENT 15 to this button, attach the Supporting Documents listed below. Scan as one document and insert all documents listed below under this button:

Name the document: Supporting Documents

__ **List of Federal awards received w/in last 5 years.** Include: 1) grantor agency name; 2) CFDA number; 3) the year of the award; 4) the amount of the award; and 5) status of award (i.e., if award is ongoing or closed).

__ **Approved Indirect Rate (if applicable)**

__ **Most recent A-133 audit or audited financial statement.** If not subject to A-133 audit requirement, submit your audited financial statement. Note: If your current WBC project is rated “low risk,” by SBA/OWBO, you may submit your most recent unaudited financial statement.)

__ **SBA Form 1224 (Cost Sharing Proposal)**

__ **Any additional document you deem necessary**

Submit following only if changes have occurred since last submission:

__ SBA Form 1623 (Debarment and Suspension)

__ SBA Form 1711 (Certification Regarding Lobbying)